PHILIP MORRIS U.S.A. **INTEROFFICE CORRESPONDENCE**
PARK AVENUE, NEW YORK, N.Y. 10017

TO: DISTRIBUTION **DATE:** July 12, 1993

RECEIVED
JUL 13 1993
R. A. PENNER

FROM: Patricia Sabatino/Sales Administration

SUBJECT: **C.I. REPORT - August, 1993**

Cigarettes from the following cities are required by Richmond R & D:

- Richmond, Virginia
- Washington, D.C.
- New York, New York
- Louisville, Kentucky
- Charlotte, North Carolina
- Atlanta, Georgia
- St. Louis, Missouri
- New Orleans, Louisiana
- Dallas, Texas
- Chicago, Illinois

These cigarettes should be of **July** manufacture. If **July** manufacture is not available, cigarettes of **June** manufacture should be purchased. These cigarettes should be purchased as soon as possible in order to arrive at the Operations Center no later than **July 26. PLEASE BE SURE TO INCLUDE AN INVOICE IN EACH BOX OF CIGARETTES.** Accounting code to be charged for the purchase of these cigarettes is 050-6R3-071.

One carton of each brand listed in the attached tables is required from **one jobber** located in each of the above cities. As you can see from the attachment, please do not purchase PM brands, as there is a change in R & D's testing procedures. It is no longer necessary to mark the name of the jobber and the date of purchase on each carton. **Please note that we have separated the brands by size and manufacturer.**

These cigarettes should be forwarded to the following person:

Brenda B. Strang
PHILIP MORRIS - OPERATIONS CENTER
2000 Bells Road
Gate S, Door 100
Richmond, Virginia 23234

Please note, if for some reason it is not possible to send current samples by August 1, 1993, notify Richmond by calling Ms. Brenda Strang, Quality Assurance, at (804) 274-2000, Extension 3617.

Source: https://www.industrydocuments.ucsf.edu/docs/nqnk0001

C.I. REPORT - August, 1993

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THE PROCEDURES SHOWN BELOW ARE TO BE FOLLOWED BY ALL PERSONS WHO PURCHASE CIGARETTES FOR THIS PROGRAM.

1. Consignment fund monies are to be used for cigarette purchases,

   or

   If the purchase is too large to use consignment fund money, a blank draft is to be issued from the Section office to pay for the cigarettes.

2. A copy of the invoice must accompany the cigarettes to R & D in Richmond.

3. The sales person is to complete an Expense Voucher and submit the draft stub and copy of the invoice to his/her immediate supervisor for approval.

4. The supervisor is to send a copy of the invoice to R & D in Richmond and is to send the approved Expense Voucher and draft stub to Marketing Accounting in Richmond.

Thank you for your cooperation.

PS/jm
Attachment

DISTRIBUTION

T. Theodoreopolos - AM
J. Moore - UM
L. Ratleffe - UM
G. Davenport - RM
J. Ferebee - SAR
B. Harris - DM
B. Bankston - SOM
C. Fitts - AM
P. Kostakos - SAR
B. J. Marshall - AM

A. D. Berlin - SSD (13)
T.D. Hanson - SSD (21)

R. B. Priddy - SSD (22)
R. L. Jones - SSD (23)
T. E. Johnson - SSD (31)
W. Cashion - SSD (32)
J. R. Paddock - SSD (35)
G. Salvato - SSD (43)
L. Dawson - SSD (44)

cc: R.A. Fenner
T. Goodale
K. Mitchell
N. Nembhard
R. Gragg
Supervisor - Gate S, Door 100

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